

INSTRUCTIONS:

Preparing abstracts for the Footwear Biomechanics Symposium FBS'25

NB: Submissions open 6 Jan 2025 and close 14 Feb 2025

You will need to submit *two (2) separate copies of your abstract*.

A: One will be a complete PDF version with title, authors, figures, tables etc. This will be emailed to the editors (b.wannop@ucalgary.ca) as a pdf.

B: The second will be a copy you submit through the electronic submission process for Footwear Science.

We begin now to explain how to prepare and submit version A: the complete pdf version.

1. Refer to one of the templates, provided on the FBS-25 Abstract Submission page < *need link for sample docs*>> (e.g., Sample_FW2025.docx, or, Sample_FW2025.pdf). These are two different filetypes of the same document.
2. Use the sample document and substitute your own text in Times New Roman 12 point as shown in the sample documents, keeping the format of the sample document.
3. The number of characters must be **less than 4000 (without spaces)** for the main document text, including the references as well as the table and figure legends. You can check the number of characters with your word processing program.
4. Include your graphs and tables in the document as shown in the sample document. Do NOT use colour. Use only black and white or grey shading for your graphs and pictures.
5. You may use up to 2 tabular or graphical items in the abstract: 2 graphs (pictures), or, 2 tables, or, 1 graph and 1 table. Again, only two or less and no colour.
6. Make sure that your final document has a length of less than 2 pages!!!
7. Create a pdf-file from your Word document with a size of less than 1 Mb, identify it with the last name of the first author, followed by the date (YYMMDD), for example, Smith230117.pdf, and send it to the following e-mail: b.wannop@ucalgary.ca

B Version- Now you start the electronic submission process by going to our Taylor & Francis submission page: [Footwear Science Submission Portal](#)

1. The “B” version will be a copy of the “A” version in Word Document format, submitted to the online Footwear Science
2. *Footwear Science* requires **complete reference citations** in the *References* section, just as you would include with a full article submission. Do not use truncated author lists, or, improperly abbreviated references. See [Author Instructions](#) for a more detailed outline of the journal reference requirements.
3. Identify in this main document where any figures and tables should be “ => here figure 1”, etc. Figures and Tables should be uploaded as separate files to the online submission system.
4. Next you will need to submit your abstract through the Taylor & Francis submission site.
5. If you have not been a *Footwear Science* author or reviewer before, you will have to create a new account.
6. Once you have a User ID and Password, you may login log in and ensure you are in the Author section of the portal.
7. Click the button ‘Submit New Manuscript’. This will take you to the Submission Creation Page. From here, if the journal Footwear Science does not auto-populate in the Submit to line, then search and select it.
8. Click the check boxes indicating that you have read the author guidelines, and are submitting original material, confirm whether you are named as an author/contributor to the article you are submitting. Read and agree to the terms of publication from Taylor and Francis. Under Article Type, select ‘**Proceedings Abstract**’, then click the Start button (If the Start button is greyed out, then double check that you have clicked or completed all the required fields).
9. Enter the title of the abstract under Manuscript Title. As the Abstract section is a required field, please re-enter your Manuscript Title within the Abstract section. Select YES, that you are not submitting to a specific special issue. This will open up a drop-down menu, with which you should select – **Abstract Submission FBS’25**.
10. Indicate whether data will be available for the submission, as well as confirm you have read and understood the publisher copyright and author rights.
11. Upload your document files – due to limitations in the Taylor & Francis submission portal two documents will need to be uploaded: 1) Manuscript – with author details and ii) Abstract. Please simply make a copy of your main document and rename this file as ‘Abstract’, as the system will not allow you to upload two files with the same name. Therefore you will upload 2 copies of the same file, one named

‘Abstract’, which you will identify as Abstract from the file drop down, and the other labelled as your main document, that you will identify as Manuscript – with author details.

12. Upload your graphs, pictures and tables and label them accordingly within the drop down (Figure, Table)
13. Click the check box for the Ethics Declaration for the study, indicate whether the study includes human participants, then click the check boxes for Consent to Publish, Acknowledgements and indicate Permissions for the abstract. Click NEXT once completed (If the Next button is greyed out, then double check that you have clicked or completed all the required fields)
14. Be prepared to provide keywords when prompted for these. They will be published with the abstract and are critically important to the proper indexing of your contribution. Add in Keywords for your submission (you need to enter 5 keywords), as well as select Classifications for the abstract. Click NEXT
15. Provide information for authors and co-authors. Pay careful attention to these entries, because they will define the order of authors and affiliations in the published abstract. Provide any funding information, as well as complete the Competing Interests statement. Click NEXT.
16. Finally, you will review your assembled document and submit it.

FYI: You can stop this electronic submission process any time and resume where you left off. All graphs, figures, and the main document can also be deleted or replaced at any time, until you finally confirm your submission.

NB: Submitting an abstract does not mean you have registered for the symposium.

Please note that NO changes can be accepted after submission. Make sure your submitted abstract is exactly as you would want it published, if it were to be accepted. If your abstract is accepted, it will be sent to the publishers as submitted. You will not see proofs, and you will not have a chance to make any changes. Therefore, make 100% sure it is exactly as you would like it when submitted.

REMEMBER THE FINAL DATE FOR ABSTRACT SUBMISSION IS 14 FEB 2025
THERE WILL BE **NO DEADLINE EXTENSIONS**
SUBMISSIONS OPEN 6 JAN 2025
ACCEPTANCES OR REJECTIONS WILL BE EMAILED BY 10 APR
2025

REMEMBER TO DOUBLE CHECK THAT YOUR ABSTRACT IS SUBMITTED IN ITS FINAL FORM. IF ACCEPTED YOU WILL NOT HAVE AN OPPORTUNITY TO REVISE IT OR TO REVIEW PROOFS. IT WILL GO TO PRESS EXACTLY AS YOU SUBMITTED IT AT THIS STAGE, IF ACCEPTED.